

Charles County Commissioners



Boards, Committees & Commissions Manual

July, 2011

Charles County Commissioner-Appointed Boards, Commissions & Committees Manual

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Charles County Government

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.



Chapter 1: Purpose and Scope of Manual

Purpose and Scope of Manual

Charles County boards, committees and commissions provide an invaluable service to Charles County. Their advice on a wide variety of subjects aids the Board of Commissioners in the decision making process. It is because of their study and recommendations that many successful County programs exist today. Effective citizen participation provides a necessary link between governments and the community.

Boards, committees and commissions originate from different sources. The Maryland Law and/or public local law provide for the establishment of many of these. Others were established by the actions of the Board of Commissioners, either in the form of ordinance or resolution.

As County boards, committees and commissions have been formed and reformed throughout the years, the adoption of uniform rules of procedure has become necessary to assure maximum productivity. (Special policies are established for temporary commissions, etc., where appropriate.)

This Manual is to provide uniform procedures and guidelines for consistent formation, recruitment, appointment, maintenance and operation of Commissioner-Appointed boards, committees & commissions.

All boards, committees, and commissions appointed by the Charles County Commissioners and Charles County Government staff associated therewith in conjunction with the individual by-laws/rules of procedure, ordinance and resolution provisions applicable for that particular board, committee or commission shall utilize this Manual. The Manual shall remain in force until such time as the Charles County Board of Commissioners amends it.

Purpose and Scope of Manual Continued...

Definition of Terms/Abbreviations/Phrases

Alternate Member - A substitute; designated to take the place of a regular member in the event of an absence, if necessary, in performing some duty of a particular BCC.

BCC - Abbreviation for Boards, Committees and Commissions

Chairperson – the chairperson runs the meetings, helps envision the future of the BCC, focuses on financial oversight and legal compliance, coordinates the work of various BCC committees, and assesses the work of the BCC. The Chairperson is selected, pursuant to the organizational documents of the BCC. The board chair wields a lot of influence and should have personal integrity.

CNS – Acronym for Citizen Notification System. The Citizen Notification System is a free subscription e-mail/text service that allows constituents to receive timely information notices regarding Charles County. Board, Committee and Commission vacancies are posted on the CNS.

County Staff Support/Clerks of individual BCC's – Charles County Government employees responsible for providing support and facilitation of the charge of specific BCC's.

County Staff Liaison - Charles County Government employees responsible for providing support to any BCC whose membership is not fully appointed by the Commissioners in order to assist in the posting of agendas, notices and minutes on the Charles County Government website.

Department Director - Charles County Government department director.

Designated Commissioner Specialist and/or the Clerk to the Commissioners – Charles County Commissioner staff responsible for administration and management of the Commissioner-appointed BCC's.

Ex-parte Communication - An ex parte communication is a communication to a BCC member from any person about a pending BCC matter that occurs in the absence of other parties to the matter and without notice and opportunity for all parties to participate in the communication. People often refer to these communications as “one-sided,” “off-the-record,” or private communications between a BCC member and any person concerning a matter that is pending or impending before the applicable BCC.

One-sided communications does not mean that the communication must occur in privacy or among two people in order to be an ex parte communication. Even a public communication before a large audience may still be an ex parte communication if other parties to the proceeding do not have notice of and an opportunity to participate in the communication.

ICG – Abbreviation for Inside County Government; the Charles County Government intranet.

Purpose and Scope of Manual Continued...

Member - A person who has been appointed, by the Charles County Commissioners, to membership of a specific BCC pursuant to its bylaws, articles of incorporation, rules of procedure.

Parliamentary Procedures - Generally accepted rules, precedents, and practices used in the governance of deliberative assemblies. They are intended to maintain decorum, ascertain the will of the majority, preserve the rights of the minority, and facilitate the orderly transaction of business. Rules of parliamentary procedure originated in Britain in the 16th and 17th centuries and were subsequently adopted by legislatures around the world. *Robert's Rules of Order*, codified in 1876 by U.S. Gen. Henry M. Robert (1837-1923) and regularly refined and enlarged, is the standard set of rules used by legislatures in the U.S.

Roberts Rules of Order - a book of rules for presiding over a meeting; written by Henry M. Martin in 1876 and subsequently updated through many editions.

Officers - Generally, the titles, roles, responsibilities and terms of officers are defined in the BCC organizational documents (the documents that create the entity and describe how it will be managed). Officers should show special commitment to the BCC on which they serve and exert leadership through their service. BCC officers may consist of the following:

Secretary - the secretary ensures the safety and accuracy of all board records; reviews board minutes; and provides notices of meetings of the board and/or of a committee when notice is needed, among other duties.

Vice Chairperson - the vice chairperson serves on the executive committee, if there is one; carries out assignments requested by the chairperson; and is prepared to carry out the chairperson's responsibilities, in the chairperson's absence.

Purpose and Scope of Manual Continued...

Approval of/Amendments to the Boards, Committees & Commissions Manual

The first edition of this document was authored by the Clerk to the County Commissioners and Commissioner Specialist, approved by the County Attorney for legal sufficiency and approved by the Board of Charles County Commissioners. This Manual is intended to be continuously updated. Modifications to the Manual shall be approved by vote of the Board of Charles County Commissioners.

Approved this ____ day of _____, 2011.

COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND

Candice Quinn Kelly, President

Reuben B. Collins, II, Esq., Vice President

Ken Robinson

Debra M. Davis, Esq.

Bobby Rucci

Chapter 2: Advertising/Recruitment Process

Advertisements

Advertisements for BCC vacancies are prepared and facilitated by the designated Commissioner Specialist and/or Clerk to the Commissioners. These advertisements are circulated as follows:

For **existing BCCs**, a written advertisement is posted on the CCG website, posted on the Citizens Notification System (CNS), posted on the County's Face book page, included on constant contact notifications as part of the standard format, is provided to the Public Information Officer to be emailed to the media contact lists and is also emailed to the specific BCC's Chairperson, County Staff Support/Clerk and members to help communicate and recruit for the vacancies.

For **newly formed BCCs**, the same advertising process is followed as for existing BCCs, in addition, a paid advertisement is placed in the local newspaper unless the newspaper runs an ad or article from the Public Information Administrators media contact list. In the case of a paid advertisement, in an effort to capture more attention, this advertisement is a boxed ad/notice rather than an article. The ad runs in the local newspaper two times. *(See sample advertisement)*

Applications

Applications for vacancies can be made through the following methods:

- **On-line Application** is accessible via www.charlescountymd.gov, then go to the Board of Commissioners on right hand side, click on "more"; then click on Boards and Commissions under the "Related Links" on the right hand side. This web page provides a listing of all the BCCs and below the listings is a link to fill out an online application. This application is saved to an internal database (maintained in the Commissioners' Office). The citizens receive an email confirmation that the application was received immediately.

The on-line application is the preferred process as all applications are saved in the database.

- **PDF** - the second link is to a PDF of the application that the citizen has to print out, complete manually and return to the Commissioner's Office via mail, fax or email.
- **Hard Copy** - An application can be mailed, faxed or left for pick up in the Commissioner's Office for those who do not have access to the internet. The application has to be completed manually and returned to the Commissioner's Office via mail, fax or email.

Advertising/Recruitment Process continued...

Recruitment for Specific Membership Categories

There are specific membership categories for some BCC's. These categories may require targeted or special recruitment methods. Commissioner's Office personnel, Chairpersons, Commissioners and department contacts will brainstorm to identify these recruitment methods.

The recruitment methods may include, but are not be limited to:

- communication with the target membership pool by the chairperson and/or department contacts
- letters and/or emails may be sent to specific target associations, agencies or businesses by the designated Commissioner Specialist and/or Clerk to the Commissioners

Letter to Applicants

Upon receipt of Applications for Appointment, the Commissioner Specialist or Clerk to the Commissioners shall send a thank you letter to each applicant. In addition to thanking the applicant for making application, the letter shall also outline the Commissioners' appointment process noting the 45-day timeline for completion of the process.

SAMPLE

CURRENT VACANCIES as of *March 2010*

**COUNTY COMMISSIONER APPOINTED
BOARDS/COMMITTEES/COMMISSIONS**

The Charles County Commissioners are seeking County residents to fill vacancies on the following Boards, Committees & Commissions: the Adult Public Guardianship Review Board, Animal Matters Hearing Board, Area Council on Aging, Blue Ribbon Commission on Diversity and Inter-Group Relations, Board of License Commissioners (Liquor Board), Disability Review Board/Sheriff Disability Pension, Homeowners' Association Dispute Review Board, Monument Commission, Nuisance Abatement Board and the Tourism Advisory Board.

Applications are available on the Charles County Government website at <http://www.charlescountymd.gov/commissioners/boards> or by contacting Carol A. DeSoto, Commissioners Specialist at 301-645-0691 or e-mail desotoc@charlescountymd.gov.

POSITIONS REMAIN OPEN UNTIL FILLED

There are two vacancies on the 11-member **Adult Public Guardianship Review Board** for a 4-year term ending 6/30/2013. The vacancies are for a citizen and a physician member. The Board provides impartial oversight of the care and services provided for the individuals under public guardianship, reviews the current status of health and welfare of these persons, and make recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations.

There are three vacancies on the **Animal Matters Hearing Board**. Two vacancies are for at large members for unexpired four-year term ending 08/31/2012 and 8/31/2013, and one vacancy is for a veterinarian for an unexpired four-year terms ending 12/31/2011. The Animal Matters Hearing Board is tasked with listening to testimony, examining evidence, making factual findings, applying the established laws and regulations and issuing fines and orders regarding matters related to providing for the safety of the public, the humane care and treatment of animals and encouraging responsible pet ownership.

There are four vacancies on the 16-member **Area Council on Aging** for a 4-year term ending 6/30/2013. The appointments must be from the senior community over the age of 60 and one appointment must be an individual from a community agency or organization. The

Advertising/Recruitment Process continued...

Council promotes the welfare and betterment of senior citizens of Charles County by working actively and cooperatively within the community; develops awareness and understanding of problems and concerns; and develops community support for programs designed to benefit and support the senior citizen population.

There are three vacancies on the 25-member **Blue Ribbon Commission on Diversity and Inter-Group Relations** for four-year terms. The Commission is focused on opinion gathering; reviewing and exchanging ideas; sharing of practical proposals and long-term visions from citizens at all levels; and pinpointing opportunities for existing civic and religious groups to work together in ways that are productive and beneficial for Charles County.

There is one vacancy on the **Board of License Commissioners (Liquor Board)**. This vacancy is specifically for a resident from the Commissioner District 4 area (Southern Waldorf). The task of this Board is to review and approve the issuance and renewal of liquor licenses in Charles County, and establish penalties for violations. The Board meets the 2nd Thursday of each month at 9:30 a.m. in the County Government Building. Members serve four-year terms.

There are two vacancies on the **Disability Review Board/Sheriff Disability Pension**. The vacancies are for an alternate General Practice Doctor and an alternate Attorney. This Board is tasked with accepting and reviewing applications in accordance with the Sheriff Disability Pension Plan and making a determination as to the extent of disability and benefit payment in accordance with the Plan. The Board meets only when applications are received on an as needed basis. Members serve four-year terms.

There are two vacancies on the seven-member **Homeowners' Association Dispute Review Board**. The vacancies are for the following: one at large member and one member who is a resident of a self-managed or professionally managed homeowners' association neighborhood. This Board meets as needed to hear and resolve disputes between a homeowners' association and a homeowner regarding the covenants or restrictions of the homeowners' association. Members serve three year terms.

There are four vacancies on the **NEWLY ESTABLISHED Monument Commission**. The vacancies are for three individuals with background, experience or affiliation with Non-Profit organizations, a Historian and the Military or a Veteran of the Military and one citizen-at-large. This Commission will recommend locations of monuments; prepare guidelines, criteria and a plan for a "Monument Road". The Commission will meet as necessary. Initial term lengths will be two and four years. Thereafter, members will serve four-year terms.

Chapter 3: The Appointment Process

The appointment process is administrated and managed by the designated Commissioner Specialist and/or the Clerk to the Commissioners. Vacancies are filled within forty-five (45) day period from when they occur from the list of qualified citizens making application for such appointments.

There are several instances within a Board, Committee or Commission (BCC) that may occur to prompt the Commissioners to make appointments. These instances could be:

- member resignation
- term expiration which may result in possible reappointment or vacancy
- Commissioner requested action (i.e. poor attendance)
- establishment of a new Board, Committee or Commission

Resignation

A resigning member is to notify the Chairperson and/or County Staff Support/Clerk of their respective BCC, in writing, via letter or email, of their resignation and specify an effective date. In most cases, this will leave an unexpired term vacancy and will be advertised as such.

The designated Commissioner Specialist and/or the Clerk to the Commissioners updates the BCCs database to reflect the resignation, notifies the Commissioners via email of the resignation, generates and mails to the resigning member, a thank you letter and certificate of appreciation and adds the vacancy to the "Current Vacancies" ad.

Term Expiration

The designated Commissioner Specialist will proactively run expiration reports for all BCCs so as to be working upcoming term expirations six months in advance. The designated Commissioner Specialist will coordinate with the Chairperson and Staff Support/Clerk of each specific BCC via email regarding upcoming term expirations.

The Chairperson and Staff Support/Clerk of each specific BCC should be proactively monitoring their respective members' terms also. It is their responsibility to query the member whose term expiration is approaching as to whether the member wishes to be reappointed, if eligible, or wish to terminate their membership as of the term expiration. This information should be forwarded to the designated Commissioner Specialist and/or the Clerk to the Commissioners via email in order that the appropriate action can be taken for reappointment or vacancies.

The Appointment Process continued...

Commissioner Requested Action

The Commissioners may find it necessary to alter the membership appointments on a specific BCC. This could be as a result of poor attendance by a member, therefore resulting in removal and replacement of a member. They may choose to add membership appointments on a specific BCC as deemed necessary or for various reasons as stated in the individual BCC's by-laws, resolution, rules of procedure or governing documentation.

Establishment of a new Board, Committee or Commission

As the Commissioners deem necessary, a new BCC may be established. The membership appointments, charge and timeline to accomplish the charge will be clearly outlined in the establishing documents. *(Refer to the establishment section of manual.)*

NON-STIPEND BCCs - Review of Applications for Ranking & Recommendations to Commissioners

Applications received for vacancies on non-stipend BCC's will be reviewed and outlined for the Commissioners by the designated Commissioner Specialist and ranked according to the needs of the particular BCC. This process may include telephone or in person interviews of the applicants. The designated Commissioners Specialist will then summarize the applications, indicate the ranking, and prepare a summary for the Commissioners' review and decision for appointments.

STIPEND BCCs - Interviews by County Commissioners

The Commissioners will interview all qualified applicants for vacancies on BCCs which receive a stipend. The designated Commissioner Specialist or Clerk to the Commissioners will schedule such interviews.

Appointment Letters

Following the Commissioners vote and motion to appoint/reappoint members to BCC's, appointment letter packages are mailed to the selected applicants within one (1) week. In the appointment letter package is the appointment letter, a copy of the attendance resolution, an acceptance/decline confirmation letter with a self-addressed and postage paid return envelope and, when required, a confidentiality agreement.

The Appointment Process continued...

These letters are prepared by the designated Commissioner Specialist and the Chairperson and Staff Support/Clerk receive electronic copies via email along with a new membership roster including the newly appointed member. The Staff Support/Clerk should contact the newly appointed member within one week of receiving electronic notification to welcome and inform the newly appointed member about the next scheduled meeting of the BCC. A copy of the Code of Ethics should be downloaded from our website for distribution to all new members. Go to www.charlescountymd.gov, type 2011-08 in the search box once 2011-08 Code of Ethics displays you can open and print. *(See sample appointment and reappointment letters)*

Regret Letters

Regret letters are mailed to applicants who were not selected for vacancies within two weeks. These letters are prepared by the designated Commissioner Specialist. *(See sample regret letter)*

The Appointment Process continued...

SAMPLE APPT. LTR.

(Date)

Mr. or Mrs. or Ms. John/Jane Doe
1234 Any Street
Any Town, Maryland 00000

Dear Mr. or Mrs. or Ms. Doe:

We are pleased to request your acceptance of appointment as a member of the (Name of Board, Committee or Commission) for a (?????)-year term ending (Month, Day, Year). Enclosed for your information and review is a copy of Resolution 96-45 which sets forth the attendance policy for County Commissioner appointed Boards, Committees and Commissions.

Enclosed you will find a letter of acceptance or decline for this appointment. Please appropriately complete and return it in the enclosed self-address, stamped envelope within 2 weeks.

Upon your acceptance of this appointment, a representative of the (Name of Board, Committee or Commission) will provide you with further information about the (Board's, Committee's or Commission's) upcoming agendas, meeting dates and fellow (Board, Committee or Commission) members.

The (Name of Board, Committee or Commission) members receive a yearly allowance for expenses in the amount of \$????? For the Chairperson and \$????? For members, which is paid on a (quarterly, annual, etc.) basis?

As an appointed official of the (Name of Board, Committee or Commission), the Charles County Code of Ethics may be applicable to you. For your information, we are enclosing a copy of the Code. Please note carefully the definition of the term "official" in Section 170-2. If you need to bring any matters to the attention of the Charles County Ethics Commission, please direct your written communication to the Ethics Commission at P.O. Box 2150, La Plata, Maryland 20646, Attention: Roger L. Fink, County Attorney.

We believe your work as a member of the (Name of Board, Committee or Commission) will contribute significantly to the welfare of Charles County.

Very truly,
COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND

CC/dj

Enclosures (3)

cc: (Name of Chairperson)
Staff Rep. and Support Person and Dept Head for PGM

File (0000000)

The Appointment Process continued...

SAMPLE REAPPOINTMENT LETTER

(Date)

Mr. or Mrs. or Ms. John/Jane Doe
1234 Any Street
Any Town, Maryland 00000

Dear Mr. or Mrs. or Ms. Doe:

We request that you accept reappointment to the (Name of Board, Committee or Commission) for another (???) -year term ending (Month, Day, Year). Enclosed for your information and review is a copy of Resolution 96-45 which sets forth the attendance policy for County Commissioner appointed Boards, Committees and Commissions.

Enclosed you will find a letter of acceptance or decline for this reappointment. Please appropriately complete and return it in the enclosed self-address, stamped envelope within 2 weeks.

Upon your acceptance of this reappointment, a representative of the (Name of Board, Committee or Commission) will provide you with further information about the (Board's, Committee's or Commission's) upcoming agendas, meeting dates and fellow (Board, Committee or Commission) members.

The (Name of Board, Committee or Commission) members receive a yearly allowance for expenses in the amount of \$1,500 for the Chairperson and \$1,250 for members, which are paid on a bi-annual basis.

As an appointed official of the (Name of Board, Committee or Commission), the Charles County Code of Ethics may be applicable to you. For your information, we are enclosing a copy of the Code. Please note carefully the definition of the term "official" in Section 170-2. If you need to bring any matters to the attention of the Charles County Ethics Commission, please direct your written communication to the Ethics Commission at P.O. Box 2150, La Plata, Maryland 20646, Attention: Roger L. Fink, County Attorney.

Your membership on the (Name of Board, Committee or Commission) has contributed significantly to the work of the (Board, Committee or Commission) and we appreciate your willingness to undertake this responsibility for another term.

Very truly,
COUNTY COMMISSIONERS
CHARLES COUNTY, MARYLAND

CC/dj

Enclosures (3)

cc: (Name of Chairperson)
Staff Rep. and Support Person and Dept Head for PGM

File (0000000)
The Appointment Process continued...

GENERIC Interviewed REGRET LTR

February 15, 2011

Ms. Lurleen L. Bell
5402 Topsmelt Court
Waldorf, MD 20603

Dear Ms. Bell:

The County Commissioners would like to thank you for making time to interview for the recent vacancy on the Planning Commission. The selection process for the vacancy is now complete and due to the number of qualified applicants seeking appointment to this Commission, we regret to inform you that you were not selected.

The Commissioners were very pleased with the outpouring of interest from citizens who applied for appointment to this Commission and they are appreciative of your understanding that there were not enough positions to accommodate every applicant.

Thank you for your willingness and desire to contribute to Charles County. To view future vacancies that may occur on this or other Boards, Committees or Commissions, please visit www.charlecountymd.gov and at the home page search for "current vacancies". (Be sure to only search "Charles County Govt", not "The Web.")

Very truly,

CLERK TO THE CHARLES COUNTY COMMISSIONERS

DMF/dj

cc: File 7030

Chapter 4: Membership and Staff Responsibilities

Member and Staff Responsibilities

The Charles County Boards, Committees and Commissions have been established by many different sources. The terms, membership and mission of each BCC vary from one to another and are set forth in the organizational documents for each BCC. This chapter sets forth guidelines for the basic roles and responsibilities for the Members appointed by the Charles County Commissioners and for the Staff Support/Clerk representatives.

Definitions

Member - A person who has been appointed, by the Charles County Commissioners, to membership of a specific BCC pursuant to its bylaws, articles of incorporation, rules of procedure.

Alternate Member - A substitute; designated to take the place of a regular member in the event of an absence, if necessary, in performing some duty of a particular BCC.

Officers - Generally, the titles, roles, responsibilities and terms of officers are defined in the BCC organizational documents (the documents that create the entity and describe how it will be managed). Officers should show special commitment to the BCC on which they serve and exert leadership through their service. BCC officers may consist of the following:

Chairperson – the chairperson runs the meetings, helps envision the future of the BCC, focuses on oversight and legal compliance, coordinates the work of various BCC committees, and assesses the work of the BCC. The Chairperson is selected, pursuant to the organizational documents of the BCC. The board chair wields a lot of influence and should have personal integrity. The chairperson is responsible for reviewing and being familiar with establishment document of the BCC.

Vice Chairperson - the vice chairperson serves on the executive committee, if there is one; carries out assignments requested by the chairperson; and is prepared to carry out the chairperson's responsibilities, in the chairperson's absence.

Secretary - the secretary ensures the safety and accuracy of all board records; reviews board minutes; and provides notices of meetings of the board and/or of a committee when notice is needed, among other duties.

Staff Support/Clerk - The staff support/clerk serves as a quasi liaison with the BCC and the Commissioner's Office in providing support and facilitation of the specific BCCs charge. Most often this person is a Charles County Government employee. In some instances, the Staff Support/Clerk is not a

Member and Staff Responsibilities continued...

Charles County Government employee but acts similarly in their role. Special provisions will be made in these instances for designated Department staff to assist with duties requiring internal computer access.

Member Responsibilities

A member of a board, committee or commission must be a resident of Charles County.

BCC members shall operate at all times and in all matters as a non-political, non-partisan member.

BCC members serve without salary, unless specified by the BCC's organizational documentation (See Chapter 7 of this Manual for payment of stipend information).

Members may serve on only one (1) Commissioner-appointed BCC at a time, unless specified by County Code or the charge of a specific short-term task force.

Members appointed to BCC by the County Commissioners may not serve more than 2 consecutive full terms. If a member is appointed to fill a vacancy for an unexpired term, they may complete the unexpired term and still be eligible to serve 2 consecutive full terms thereafter.

Members, in addition to requirements contained in the organizational documents of the board, committee, or commission on which they serve, are generally expected to do the following:

- Attend meetings that have been scheduled in advance and participate in public discussion of issues during the meeting.
- Maintain up-to-date knowledge of issues being addressed by their BCC
- Attend committee meetings as and if requested by the Chairman.

Staff Support/Clerk Responsibilities

If there is no specified officer on a BCC to execute the recording of minutes; tracking of attendance; tracking of membership appointment terms and processing of correspondence, then these tasks will be executed by the staff support/clerk in addition to providing members with copies of the organizational documents for their respective BCC, including the Code of Ethics; maintaining current contact information for each BCC member and posting meeting notices and minutes pursuant to this chapter.

Member and Staff Responsibilities continued...

Staff Support/Clerks are responsible for new member orientation (See New Member Checklist); Forwarding attendance records and approved minutes to the designated Commissioner Specialist on monthly basis within one (1) week of meeting or approval. They are also responsible for forwarding the written acknowledgement of receipt for the Code of Ethics by members within one (1) week of a new members' first meeting.

Staff Support is responsible for adhering to the Charles County Government Style Guide for printed materials for BCC's (i.e. letterhead). Required funding for any such materials or other requests requiring funding must be pre-approved via the Charles County Government departmental chain of command for budgeted funds.

Attendance Requirements

Policies of the Board regarding attendance by members at regularly scheduled Board meetings shall be in compliance with relevant provisions of the Maryland Law and the County Commissioners' attendance policy found in Resolution 96-45 (attached hereto and made a part of this chapter. Any member of the Board who shall fail to attend more than 50% of its meetings during any period of twelve (12) consecutive months shall be considered to have resigned. The Commissioners shall, at their discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in the organizational documents of the BCC.

Monthly attendance records are to be submitted to, and will be monitored by the designated Commissioner Specialist by the BCC Staff Support/Clerk representative within one (1) week of meeting.

Code of Ethics

Members of all BCCs are subject to, and must adhere to, the provisions of the Charles County Code of Ethics (Charles County Code Chapter 44 – *Ethics* and Chapter 170 – *Ethics, Code of*). Upon appointment, the Staff Support/Clerk representative shall provide each member with a copy of the Code of Ethics.

A copy of the Code of Ethics should be downloaded from our website for distribution to all new members. Go to www.charlescountymd.gov, type 2011-08 in the search box once 2011-08 Code of Ethics displays you can open and print. Members are requested to acknowledge receipt of the Code of Ethics, in writing and this is to be forwarded to the designated Commissioner Specialist.

Member and Staff Responsibilities continued...

Financial Disclosure Statement

Members of certain BCC's are required to file financial disclosure statements (see sample) by January 31st of each year. The County Attorney's Office manages and tracks the compliance and submission of the Financial Disclosure Statements and will provide a summary report to the designated Commissioner Specialist for presentation to the Commissioners within two weeks of January 31 deadline.

Parliamentary Procedures

Fundamentally, parliamentary procedure defines how groups of people, no matter how formal or informal, can most effectively meet and make decisions in a fair, consistent manner—and make good use of everyone's time. Even a basic background in parliamentary principles can help you and your organization hold more efficient meetings. Roberts Rules of Order are recognized for conducting meetings, but strict adherence shall not be required.

Public Information and Open Meetings

The exercise of the powers of the BCC's shall be in compliance with all relevant provisions of the Maryland Public Information Act, State Government Article § 10-611 *et. seq.*, and the Open Meetings Law, State Government Article § 10-501 *et. seq.* All Board meetings shall be open to the public. The Board has the right to close the public meeting for a closed session to discuss certain personnel issues, confidential business proprietary matters, and for other purposes as permitted by the Open Meetings Law (see attached Form of Statement for closing a Meeting).

Meeting notices for scheduled meetings shall be posted on the County's official bulletin board located in the atrium of the Charles County Government building at the entrance of the Commissioners' Meeting Room five (5) business days prior to the meeting. Notices for unplanned or emergency meetings shall be posted as soon as possible on official bulletin board. Meeting notices shall also be posted on the Charles County Government website via the ICG Workgroup Application. (*See SOP#CC.1.009*)

Minutes and Votes

The purpose of taking meeting minutes is to have a summation and point of reference to record the points discussed. Minutes are to include essential details such as the date of the meeting, a list of attendees, agenda for the meeting and any action taken or required. Minutes are a way to track of the essence of a meeting and the progress of action and planning.

Open meeting minutes and closed meeting minutes are to be recorded and approved for all BCCs meetings. Open meeting minutes should only reference if a closed meeting took place and should cite

Member and Staff Responsibilities continued...

the provision for which that portion of the meeting is closed and a “form of statement for closing a meeting” should be completed and attached to the minutes. Closed session minutes should be recorded separate from the open meeting minutes and are not made available to the public. (See *SOP#CC.1.009*). A “minute’s template” is attached hereto and made a part of this Manual.

Role of Attorney on Specific BCCs

Certain BCCs require in the membership formation the assignment of a County Attorney. The role of the County Attorney is to render legal advice and guidance to the specific BCC, as needed. The County Attorney does not lead the meeting unless that is their specified role.

Member and Staff Responsibilities continued...

FORM OF STATEMENT FOR CLOSING A MEETING

Location:

Date:

Time:

Motion By:

Seconded By:

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

(1) ☐ To discuss:

(i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or

☐ (ii) Any other personnel matter that affects one or more specific individuals.

(2) ☐ To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.

(3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto.

(4) ☐ To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

(5) ☐ To consider the investment of public funds.

(6) ☐ To consider the marketing of public securities.

(7) ☐ To consult with counsel to obtain legal advice on a legal matter.

(8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation.

(9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

(10) ☐ To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:

(i) the deployment of fire and police services and staff; and

Member and Staff Responsibilities continued...

FORM OF STATEMENT FOR CLOSING A MEETING Appendix C C-2

- (ii)the development and implementation of emergency plans.
- (11) [] To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

REASON FOR CLOSING:

Name:_____

Title:_____

Member and Staff Responsibilities continued...

**Charles County Government
Standard Operating Policy and Procedure**

Title:	Meeting Notices and Minutes for Commissioner-appointed Boards, Committees and Commissions	SOP #: CC.1.009
Division:	County Commissioners	Effective Date:
		Revision Date:
		Page 1 of 2
Purpose:	To establish protocol for Charles County Government staff support to Commissioner-appointed boards, committees and commissions (BCC) for preparing and posting BCC meeting notices and posting of the minutes of those BCC meetings.	
References:	Maryland Open Meetings Act Manual Form of Statement for Closing a Meeting (Appendix A to this Procedure)	
Policy:		
Procedure:	<p>1. <u>Introduction/Purpose</u> 1.1 This policy establishes policies and procedures for:</p> <ul style="list-style-type: none"> A. The preparation of meeting notices for Commissioner-appointed BCC meetings. B. The posting and removal of meeting notices for Commissioner-appointed BCC meetings. C. The posting of minutes of Commissioner-appointed BCC meetings. <p>2. <u>Meeting Notices</u> 2.1 Charles County Government Staff Support to Commissioner-appointed boards, committees and commissions shall prepare and post a notice of each meeting of their respective board, committee or commission, as follows:</p> <ul style="list-style-type: none"> A. Written meeting notices are to include: <ul style="list-style-type: none"> - The name of the BCC - The date, time and place of the meeting - If any portion of the meeting is intended to be conducted in closed session (pursuant to State Government Article Section 10-508 (a), the notice must say so (<i>Refer to Appendix A</i>). 	

	<ul style="list-style-type: none"> - Unplanned or emergency meeting notices must state that they are “unplanned or emergency”. <p>2.2 The meeting notice for a <u>scheduled</u> meeting shall be posted a minimum of five (5) business days prior to the meeting, and meeting notices for <u>unplanned or emergency</u> meetings shall be posted as soon as possible to provide as much reasonable advance notice of the meeting as possible, as follows:</p> <ul style="list-style-type: none"> A. On the “Boards, Committees & Commissions Bulletin Board” located in the atrium of the Charles County Government Building, 200 Baltimore Street, La Plata, Maryland 20646. This bulletin board is available for public view Monday – Friday from 8:00 a.m. until 4:30 p.m.; and B. On the Charles County Government website (charlescountymd.gov) via the <i>workgroup application</i> of Inside County Government (ICG) site. <p>2.3 Meeting notices shall be removed from the “Boards, Committees & Commissions Bulletin Board” the next business day following the meeting.</p> <p>2.4 Meeting notices posted on the Charles County Government website shall remain on the site for the public’s information.</p> <p>3. <u>Meeting Minutes</u></p> <p>3.1 Approved minutes of open session BCC meetings are to be posted on the Charles County Government website via the “Workgroup Application” of the Inside County Government (ICG) site as soon as “practicable”. “Practicable” means that the cycle of minute preparation should parallel the cycle of the BCC meetings, with only the lag time need to draft and approve the minutes.</p> <p>3.2 Minutes for which any portion of the meeting was closed must include the following:</p> <ul style="list-style-type: none"> - A statement of the time, place, and purpose of the closed session. - A record of how the members of the BCC voted on the motion to close the session. - A citation of the provision of the Act that allowed the meeting to be closed. - A listing of the topics of discussion, persons present, and each action taken during the session. <p>4. <u>Exceptions</u></p> <p>4.1 Any and all exceptions to this policy/procedure must be approved in advance by the Board of County Commissioners.</p>
Authorized:	<div style="display: flex; justify-content: space-between;"> <div data-bbox="381 1738 977 1799"></div> <div data-bbox="977 1738 1432 1799">Date:</div> </div>

Member and Staff Responsibilities continued...

SAMPLE

Regular Meeting of [name of BCC]

Date: _____ (Page of _____)

The regularly scheduled meeting of the County Commissioners was convened at _____ with the following persons in attendance:

[Attendees]

The Pledge of Allegiance was led by Commissioner Robinson

County Business

Recognition of Charles County Resident Jerry B. McMahon, Recipient of Fourth Annual Governor's Leadership in Aging Award (Trailblazer Category)

The Commissioners presented Charles County resident Mr. Jerry B. McMahon with a Congratulatory Citation in recognition of his receipt of Governor O'Malley's Leadership in Aging Award (Trailblazer Category). The Governor makes this award annually in recognition an individual, community group, business, or organization that has demonstrated leadership in advocacy or developed an innovative program, research, or training for seniors.

Approval of Minutes of May 10-11, 2011 and May 17-18, 2011

A motion was made by Commissioner Robinson, seconded by Commissioner Rucci, and passed with all Commissioners present voting in favor to approve the Minutes of May 10, 2011, as presented.

**Commissioner Collins was not present for this vote.*

A motion was made by Commissioner Robinson, seconded by Commissioner Rucci, and passed with all Commissioners present voting in favor to approve the Minutes of May 11, 2011, as presented.

**Commissioner Collins was not present for this vote.*

Closed Session

At _____, a motion was made by _____, seconded by _____, and passed with all members present voting in favor to go into closed session pursuant to Section 10-508(a)()() of the Annotated Code of Maryland:

To consult with counsel to obtain legal advice on four (4) legal matters; and

To discuss a personnel matter, and to discuss vacancies on Commissioner-appointed boards, committees & commissions.

Member and Staff Responsibilities continued...

Regular Meeting of [name of BCC]

Date: _____ **(Page of)**

Summary of Closed Session Items

Legal counsel provided the Commissioners with an update regarding two (2) legal matters.

The Deputy County Attorney, Ms. Sue Greer, provided the Commissioners with the status of the legal negotiations related to two (2) County contracts.

The Commissioners, County Administrator, Director of Human Resources and Deputy County Attorney discussed a personnel matter.

The Commissioners discussed vacancies on Commissioner-appointed boards, committees and commissions and took the following action:

New Business

1. Tornado Warning Sirens – Commissioner Rucci, at the request of Waldorf Volunteer Jeff Doer, asked staff to look into the feasibility of installing warning sirens throughout the County.

There being no further business, the meeting was adjourned at _____.

Name: _____, Secretary

Name: _____, Chairman

Member and Staff Responsibilities continued...

FORM OF STATEMENT FOR CLOSING A MEETING

Location:

Date:

Time:

Motion By:

Seconded By:

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Candice Quinn Kelly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reuben B. Collins, II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Robinson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debra M. Davis, Esq.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bobby Rucci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

(1) ☒ To discuss: (2 matters)

(i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or

☐ (ii) Any other personnel matter that affects one or more specific individuals.

(2) ☐ To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.

(3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto.

(4) ☐ To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

(5) ☐ To consider the investment of public funds.

(6) ☐ To consider the marketing of public securities.

(7) ☒ To consult with counsel to obtain legal advice on a legal matter. (4 matters)

(8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation.

(9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

Member and Staff Responsibilities continued...

(10) [] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:

- (i) the deployment of fire and police services and staff; and
- (ii) the development and implementation of emergency plans.

FORM OF STATEMENT FOR CLOSING A MEETING

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(11) [] To prepare, administer or grade a scholastic, licensing, or qualifying examination.

(12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.

(13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

(14) [] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

REASON FOR CLOSING:

Name: _____, Chairman

Member and Staff Responsibilities continued...

Boards, Committees & Commissions

New Member Checklist

(for Staff Support)

- _____ Contact new member within one week of receiving notice of appointment.
- _____ Welcome new member and give contact information of staff support; chairman
- _____ Review charge of BCC
- _____ Provide schedule of meetings, times and location
- _____ Provide a copy of the upcoming agenda and review basic flow of meetings
- _____ Direct member to Code of Ethics on website to review before first meeting. Have member sign acknowledgment at first meeting.
- _____ Review “Member Responsibilities” as outlined in the BCC Manual (direct member to website for full BCC Manual)
- _____ Introduce new member to the BCC and verify all contact information.
- _____ Have member sign and complete any paperwork needed for that BCC (i.e. confidentiality etc.)

Chapter 5: BCC Database and CCG Website

Boards, Committees and Commissions (BCC) Database and Charles County Government (CCG) Website

The BCC database, developed in 2006 by the County Government IT Applications Division, is administered and managed by the designated Commissioner Specialist and/or the Clerk to the Commissioners. A cooperative effort and an open line of communication between the designated Commissioner Specialist and/or the Clerk to the Commissioners and the Chairperson and/or all Support/Clerks of individual BCCs has to be in place in order to have a database that is accurate, current and effective.

The information contained in the BCC database is linked to the CCG BCC and county website. Information that can be viewed by the general public via the Charles County Government website (www.charlescountymd.gov) includes the contact agency or department name, phone number, members' names, position held, and term expiration on the BCC and the description or charge of the BCC. Meeting notices, agendas, minutes and general notices are posted and accessed on the CCG website by the Staff Support/Clerks via the website www.charlescountymd.gov in the Website Content Management (CMS login). On the occasion that the Staff Support/Clerk is not a County Government employee, special provisions will be made for a County Government employee of the appropriate Department to serve as a liaison to the BCC in order to post of documents to the CCG website. (See *SOP#CC.1.009*)

Links to external websites associated with BCC's must be approved by Charles County Government prior to a link being established on the Charles County Government website. This approval shall be obtained through the Charles County Government Staff Support/Liaison's departmental chain of command.

Meeting notices and minutes are also audited by spot checks for posting on the website. This auditing is carried out by the designated Commissioner Specialist and/or the Clerk to the Commissioners.

The database can produce various reports and provides a wide range of current information and partial historical information (as the database was not created until 2006). Membership terms, types and positions within specific BCC's can be obtained. Membership rosters within specific BCC's can be created. Vacancy and appointment expiration reports can be obtained. All of these reports will aid in the maintaining of current information with the cooperation of all Staff Support/Clerks.

Commissioners, Commissioner's Office and County Administrator's Office personnel, Department Heads and their Administrative Associates, and all County Staff Support/Clerks of individual BCCs have "inquiry" access to the database to aid in the maintenance of current and accurate information. Any changes or updates Department Heads, Chairpersons or County Staff Support/Clerks feel should be made are to be forwarded to the designated Commissioner Specialist and/or Clerk to the Commissioners.

Confidential personal contact information contained within the database shall not be shared with the public.

HOW TO ADD AGENDAS, MINUTES, AND NOTICES

Agendas, Minutes, Notices, etc.

Content Type: *Agendas/Minutes/Notices*

The 'Agendas/Minutes/Notices' content type is used to enter and maintain information associated with a specific board or commission. This information could be an upcoming meeting agenda, minutes from a meeting, a notice about a board/commission or another type of information specifically related to a board or commission.

To add a new item (agenda, notice, etc.) choose Add Content from My Workbench and select the 'Agendas/Minutes/Notices' content type. To change an existing item, find the appropriate item in My Workbench. When adding or changing an item, the system will prompt for the following information:

- **Title** - enter the title of the item; for example, 06/01/2012 Agenda
- **Section** - choose 'Board of Charles County commissioners' from the drop down list
- **Groups Audience** - choose the appropriate board, committee or commission from the drop down list; only boards to which you have been given access will display
- **Entry Type** – select the appropriate entry type from the drop down list
- **Date** – enter the date of the entry; for example, enter 06/01/2012 for an agenda related to the 06/01/2012 meeting
- **Body** – enter the information specific to the Entry Type; for example, if an agenda is being entered, enter the entire agenda in the Body field; see the Body Field Appendix for detailed information on the editing tools available
- **Text format** – keep the 'Full HTML' default to provide access to all editing tools for the Body field
- **Group content visibility**
 - Choose Public if this item should appear on the www.charlescountymd.gov website
 - Choose Private if this item is only visible to group members
 - The 'Use Group Defaults' option is Public
- **Revision log message** - enter any optional comments as to why the item was entered or modified; information in this field is not visible to site visitors, rather it is used as an audit as to why this piece of content has been added or changed

Once the above information has been entered, click the Save button.

To publish the entry to the www.charlescountymd.gov website:

- Carefully review the item to ensure that spelling, grammar and content are correct
- Click the Moderate tab
- Change the moderation action to Needs Review and click Apply
- Change the moderation action to Published and click Apply

Chapter 6: Establishment of New Boards, Committees, Commissions

Establishment of New Boards, Committees, Commissions

From time to time the Board of County Commissioners may deem it necessary to establish a new BCC. This chapter provides the basic framework for the Commissioners to use in such establishment to ensure consistent and effective formation of the BCC to achieve the established objective or charge.

Formation Worksheet

The Formation Worksheet is to be used as a guide for the Commissioners during their process of establishing a new BCC (see attached Formation Worksheet). The Formation Worksheet assists the Commissioners in establishing the specific charge, timeline, and completion of the new BCC. Upon completion and approval of the Formation Worksheet CCG staff, as directed by the Commissioners, will use the Worksheet to draft the County's Standard Resolution and Rules of Procedure for presentation and formal adoption by the County Commissioners. The Commissioner Specialist and/or Clerk to the Commissioners will then begin the advertisement/recruitment process to seat the new BCC.

Establishment of New Boards, Committees, Commissions continued...

**FORMATION WORKSHEET FOR NEW
COMMISSIONER-APPOINTED
BOARDS, COMMITTEES & COMMISSIONS**

Name of new BCC:

Charge:

Established by: *(Minutes, Resolution, County Code, etc.)*

Stipend: NO or YES *(If yes, specify approved funding source)*

Number of voting members: *(Should be an odd number to avoid tie votes)*

Membership Categories: *(Be detailed if other than citizen)*

Term length for members: *(Generally initial membership is divided and terms are staggered to avoid the entire BCC expiring at the same time)* **NO MEMBER MAY SERVE MORE THAN TWO (2) CONSECUTIVE FULL TERMS. A BREAK OF ONE (1) FULL YEAR FROM MEMBERSHIP IS REQUIRED BEFORE A FORMER MEMBER SERVING TWO (2) CONSECUTIVE FULL TERMS CAN APPLY AGAIN.**

Appointment of Chairman: *(Who appoints? CC's or membership)*

Term length of Chairperson: *(Generally is one (1) year regardless of who appoints)*

Appointment of County Government Staff Representatives: *(Support, County Attorney, Department Representatives, etc.)*

Meeting frequency, time and place:

Any special requirements requested:

Expected timeline for completion of charge, recommendations to Commissioners and/or status of charge report:

Establishment of New Boards, Committees, Commissions continued...

SAMPLE

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

Resolution Number _____

WHEREAS, the County Commissioners of Charles County (the "County") have created the _____ to work with the Economic Development and Tourism Department of Charles County Government; and

WHEREAS, the purpose and duties of the _____ are, in part: to advocate for the tourism efforts of Charles County; to advise the Tourism Office on local issues, data, trends, and concerns; to provide input into the annual Tourism Plan for Charles County; to support tourism efforts in Charles County via involvement in Statewide and Regional tourism associations and industry groups; and to increase revenues to Charles County and businesses to enhance the County's quality of life; and

WHEREAS, the County Commissioners have approved Bylaws to govern the _____, which are attached to and made a part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED this _____ day of _____, 20____ by the County Commissioners of Charles County, Maryland, that the _____ is hereby created and authorized and empowered to operate in accordance with the attached Bylaws.

COUNTY COMMISSIONERS OF
CHARLES COUNTY, MARYLAND

ATTEST:

_____, Clerk

SAMPLE

RULES OF PRACTICE AND PROCEDURE

THE CHARLES COUNTY PROPERTY STANDARDS TASK FORCE

Article I. Introduction

Section 1. Purpose

These Rules are designed to facilitate the conduct of the Property Standards Task Force's proceedings.

Section 2. Charge

On February 22, 2011, the Charles County Commissioners voted to establish a task force (Property Standards Task Force, the "Task Force") to assist with the collection of data, research and to provide recommendations to the Commissioners related to revisions to the County Nuisance Ordinance and Livability Code (including enforcement and the appeal process), and property registrations (rental and foreclosures). The Task Force is to provide the Commissioners with recommendations on such matters.

Section 3. Composition

The Task Force will consist of a minimum of Nine (9) members*, and one (1) alternate(s) to be comprised of members appointed by the County Commissioners from the following areas:

PGM Code Enforcement Staff**	County Attorney's Office Staff**
Residential Realtor (2)	Citizen at Large (2)
Homeowners Association Representative	Residential Homeowner (2)
Charles County Department of Health	Banking Industry Representative

**Within the Task Force composition, there shall be membership representation from each of the four Commissioner Districts.*

***Ex-Officio (non-voting)*

The appointments will be for a period of one year. The Commissioners will appoint the initial Chairman of the Task Force. Any subsequent Chairman shall be selected by and amongst the membership of the Task Force. The Members of the Property Standards Task Force will receive no compensation.

Section 4. Duties and Responsibilities

Establishment of New Boards, Committees, Commissions continued...

The Property Standards Task Force is established by the County Commissioners for the purpose of providing the Commissioners with recommendations related to property standards and maintenance of County residential properties, including, but not limited to, the possible strengthening, amendment, and enforcement of the County Nuisance Ordinance and Livability Code, review of property standards codes from nearby jurisdictions, and the establishment of property registrations for rentals and foreclosures.

- (a) The Property Standards Task Force shall make recommendations to the County Commissioners on all matters referred to the Task Force by the Commissioners.
- (b) The County Commissioners may refer any matter related to the Committee's function to the Property Standards Task Force for its review and recommendation.

Article II. Organization

Section 1. Election of Officers

The members of the Property Standards Task Force will elect a Vice Chairman.

The Department of Planning and Growth Management will be responsible to provide a Recording Secretary to support the Property Standards Task Force.

Section 2. Role of the Chairman

The Chairman will preside at all meetings of the Property Standards Task Force and will have authority to sign and execute on behalf of the Property Standards Task Force all correspondence.

Section 3. Role of the Vice Chairman

In the absence of the Chairman, the Vice Chairman will preside at all meetings of the Property Standards Task Force and will perform the duties of the Chairman.

Section 4. Role of the Recording Secretary

It shall be the duty of the Recording Secretary to insure that all minutes of the previous meetings are approved as submitted by the Recording Secretary or amended and duly recorded in the official minute book and signed by the Recording Secretary.

- (a) Keep the minutes of all meetings of the Property Standards Task Force in an appropriate minute book.

Establishment of New Boards, Committees, Commissions continued...

- (b) Give, serve or request publication of all notices required by law or by these procedures.
- (c) Prepare the agenda for all meetings of the Property Standards Task Force.
- (d) Be custodian of Property Standards Task Force records.
- (e) Inform the Property Standards Task Force of correspondence relating to business of the Property Standards Task Force and attend to such correspondence, as directed by the Chairman.
- (f) In the absence of the person designated as Recording Secretary, the Director of the Department of Planning and Growth Management will designate another person to assume the duties of the Recording Secretary.

Article III. Powers and Duties

Section 1. Function

The Property Standards Task Force functions as a recommending body to the County Commissioners and as a resource to assist with the collection of data and research on **property standards and maintenance**.

Article IV. Meetings in General

Section 1. Open Meetings

Meetings shall be conducted in compliance with the provisions of State Government Article 10 Subtitle 5.

Every reasonable effort will be made to provide access to disabled individuals. Individuals having special needs should contact the Recording Secretary to the Property Standards Task Force at least three (3) working days prior to the meeting so the necessary arrangements can be made. If the needs of the individual cannot be provided within the existing capability of County staff and facilities, then any and all costs will be charged to the applicant in the case of a specific project, or the County, for County projects.

Section 2. Regular Meetings

The Property Standards Task Force will hold at least one regular meeting each month. The Property Standards Task Force's meeting and meeting schedule will be made generally available to the public. The tentative date of any regular meeting may be changed by the Property Standards Task Force or the Chairman. Each member of the Property Standards Task Force who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Property Standards Task Force shall notify the Staff Support or Recording Secretary to the Property Standards Task Force at the earliest possible opportunity and, in any event, prior to 4:30 p.m. on the day prior to the date of the meeting. The Staff Support or Recording Secretary

Establishment of New Boards, Committees, Commissions continued...

shall notify the Chairman of the Property Standards Task Force in the event the projected absences will produce a lack of a quorum.

Section 3. Special Meetings

Special meetings of the Property Standards Task Force will be held at the discretion of the Chairman or a majority of its members. The request will state the purpose of the meeting and the matters proposed for consideration. The Chairman will designate the time of the meeting.

Section 4. Place of Meetings

All meetings of the Property Standards Task Force will be held at the Charles County Government Building, Baltimore Street, off Washington Avenue, La Plata, Maryland, unless another place is designated by the Chairman and stated in the notice of the meeting.

Section 5. Notice of Meetings

Notice will be:

- (a) in writing or via electronic mail;
- (b) include the date, time and place of the meeting or session and any other information required by law or the Code of Charles County with respect to a required public hearing referred to in Article IV; and
- (c) posted on the County web page.
- (d) posted on the County bulletin board located outside the Commissioners' Meeting Room at the Charles County Government Building.

Section 6. Agenda

- (a) In addition to the official notice required by Section 5, an agenda of any meeting of the Property Standards Task Force will be provided in accordance with this section.
- (b) The agenda will include:
 - 1. date, time and place of the meeting;
 - 2. specific reference to each matter which is to be considered at the meeting; and
 - 3. a general description of the type of consideration or action contemplated with respect to each such matter (for example, receives report or approves recommendations to the Charles County Commissioners).

Establishment of New Boards, Committees, Commissions continued...

(c) The tentative agenda of a regular meeting will be mailed to each member of the Property Standards Task Force and be available to the public at least 3 days prior to the meeting.

(d) The agenda of a special meeting will include a statement of the specific purpose(s) for which the meeting has been called.

(e) Any defect in an agenda referred to in this section (including failure of the agenda to refer to any matter considered by the Property Standards Task Force) will not affect any action taken by the Property Standards Task Force.

(f) Matters referred to the Property Standards Task Force by the Charles County Commissioners shall be placed on the agenda for consideration and action at the first meeting of the Property Standards Task Force after such reference.

(g) **Deadline for Agenda.** The deadline for placement of an item on the agenda shall be by close of business on the regular work day one week prior to the scheduled meeting.

Section 7. Quorum and Voting

(a) At any meeting the presence of at least five (5) Property Standards Task Force members will constitute a quorum with respect to any action which may be taken at the meeting.

(b) No Property Standards Task Force member may vote, or be counted as a member of the quorum, by proxy.

(c) Voting shall be by verbal vote of all members including the Chairman. Members of the Property Standards Task Force are governed by the Ethics Code of Charles County.

(d) Any member of the Property Standards Task Force who shall feel that he has a conflict of interest on any matter that is on the Property Standards Task Force agenda shall, excuse himself or herself, vacate his or her seat, and refrain from discussing and voting on said items as a Property Standards Task Force Member. However, if an ex parte communication occurs, the member with knowledge of the communication shall disclose the communication setting forth the nature and substance of the discussion. The member who has been on the receiving end of the communication should either withdraw from participation, or make a statement on the record affirming his ability to act impartially in the matter.

Section 8. Roberts Rules of Order Recognized

Roberts Rules of Order are recognized by the Property Standards Task Force for conducting meetings, but strict adherence shall not be required.

Section 9. Minutes

Establishment of New Boards, Committees, Commissions continued...

- (a) Written minutes of all meetings of the Property Standards Task Force will be provided in accordance with this section as soon as practicable after any meeting.
- (b) Minutes of the Property Standards Task Force will reflect:
 - 1. Those members in attendance at the meeting;
 - 2. each item or matter considered by the Property Standards Task Force;
 - 3. the action taken by the Property Standards Task Force with respect to each item or matter; and
 - 4. each vote which was recorded.

Section 10. Effect of Minutes

- (a) Except as otherwise provided in this section, minutes of any meeting of the Property Standards Task Force are tentative and unofficial until approved by the Property Standards Task Force at a subsequent meeting.
- (b) Prior to such approval of the minutes, any specific action taken by the Property Standards Task Force may be certified by the Recording Secretary of the Property Standards Task Force, to the extent that such action is contained in a resolution which was read in its entirety to the Property Standards Task Force immediately prior to the vote by which it was adopted.

Section 11. Closed Meetings

The Property Standards Task Force may meet in a closed meeting or adjourn an open meeting to a closed meeting pursuant to Section 10-508 of the State Government Article of the Annotated Code of Maryland.

ARTICLE VI. AMENDMENT

Any provision of these Rules may be recommended to be amended by the County Commissioners by the affirmative vote of at least five (5) members of the Property Standards Task Force at any open meeting, if the subject of the amendment was specifically referred to in the agenda circulated to the Property Standards Task Force prior to that meeting in accordance with Article III.

Chapter 7: BCC Funding

STIPENDS PAID FOR BOARDS, COMMISSIONS AND COMMITTEES

Stipends are paid thru the Payroll Department at the request of various staff personnel as noted below.

Name	Annual Stipend	How Paid	Support Staff/ Payment Requests
Board of Appeals	\$1,725/member \$2,150/member	Quarterly	Carrol Everett/ Sarah Sandy
Board of Electrical Examiners	\$1,900/member No extra for chair position	Semi-annually	Sue Cecil/ Terri Green
Board of License Commissioners (Liquor Board)	\$1,250/member \$1,500/chair	Semi-annually	Lisa Bailey/ Lisa Bailey
Housing Commission	\$50/member \$75/chair	Monthly as needed based on attendance	Lemuel Carpenter/ Leah Kerns
Planning Commission	\$1,725/member \$2,150/member	Quarterly	Theresa Pickeral/ Sarah Sandy

Information current as of 12/21/10

BCC Expenditures

Any and all funding for BCC's must be pre-approved via the Charles County Government departmental chain of command for budgeted funds.